Navy Recruiter (Regional)Quick Reference Guide (QRG) for Managing Scholarship Applications

NETPDTC N613

This guide uses graphics and text to show the screens available for managing the NROTC scholarship applications.

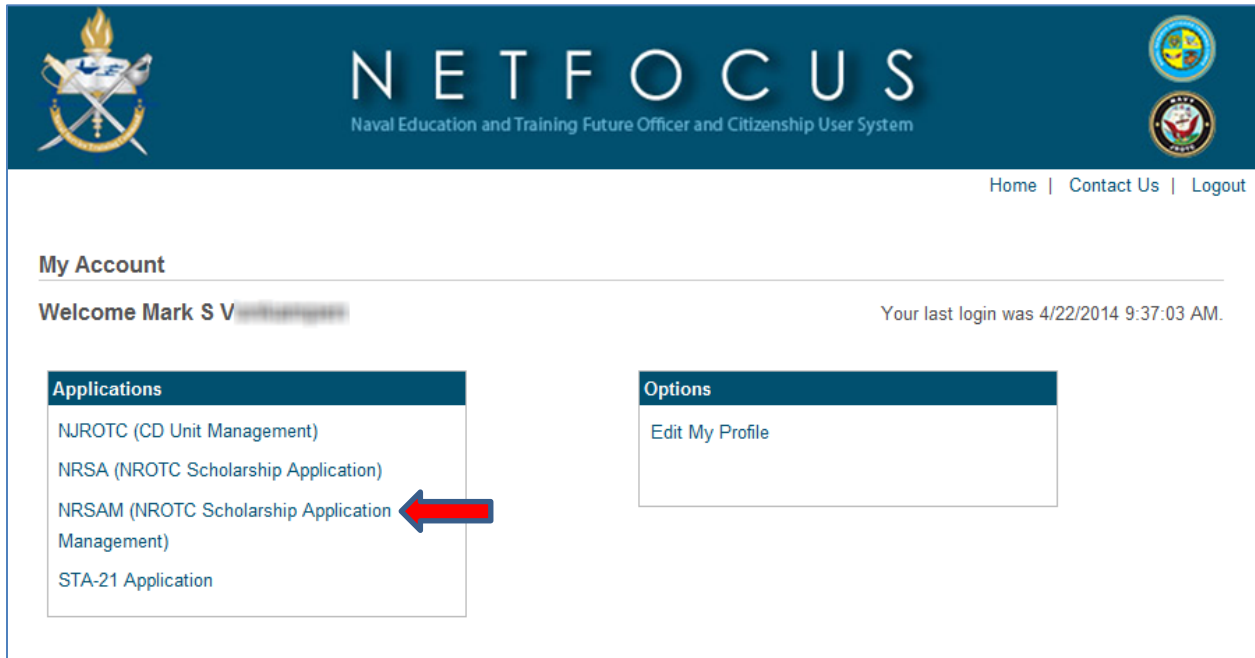# Naval Recruiter (Regional) Quick Reference Guide (QRG) for Managing Scholarship Applications

Table of Contents

Accessing NRSAM (NROTC Scholarship Application Management)

To access the NROTC applicant scholarship management pages;

1. Log in through the NETFOCUS Gateway.
2. Select NRSAM (NROTC Scholarship Application Management) from the menu.
3. Select Click here to continue NROTC logon.

Home Page

Area Numbers
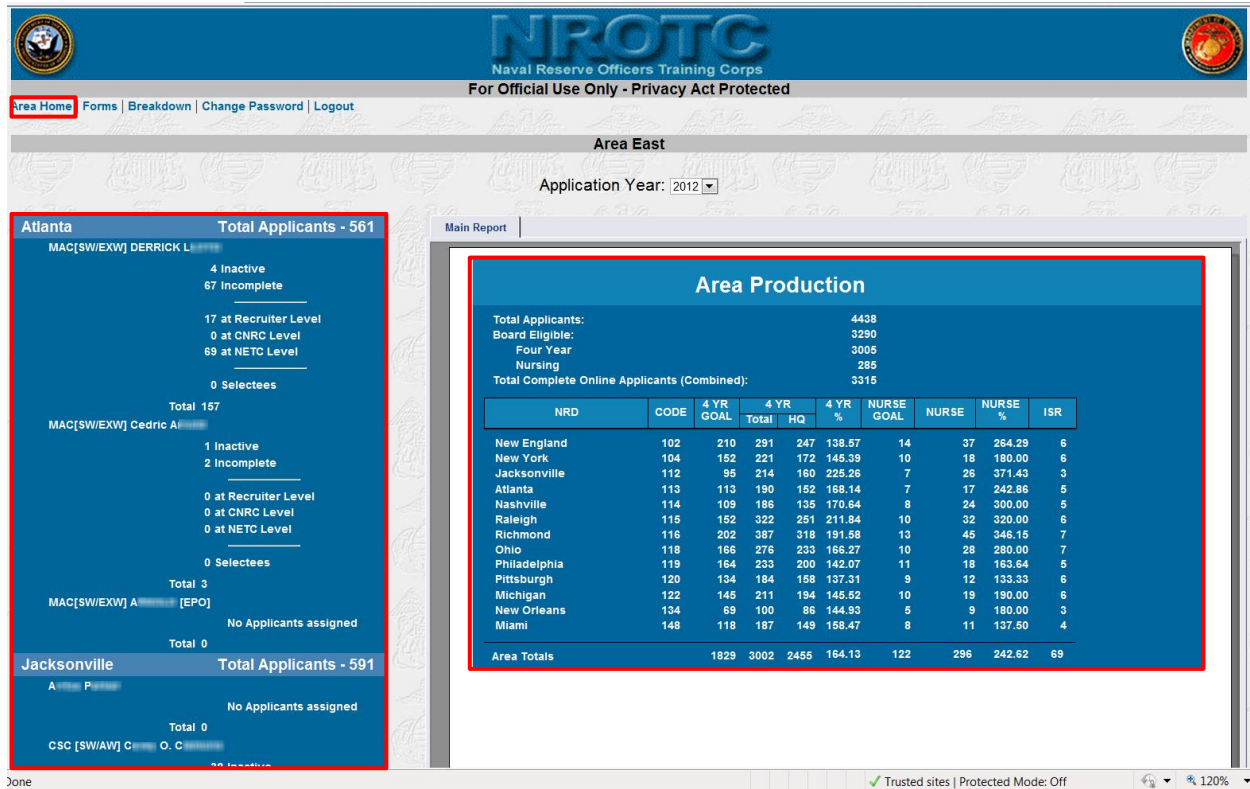
The left side of the webpage displays districts/areas and a breakdown of applications by recruiter.

The right side of the webpage displays the regions production by district/area.

Area Statistics


```
Atlanta                          Total Applicants - 561
    MAC[SW/EXW] D████ L████
                              4 Inactive
                             67 Incomplete
                             _____

                             17 at Recruiter Level
                              0 at CNRC Level
                             69 at NETC Level
                             _____

                              0 Selectees
                         Total  157
    MAC[SW/EXW] C████ A████
                              1 Inactive
                              2 Incomplete
                             _____

                              0 at Recruiter Level
                              0 at CNRC Level
                              0 at NETC Level
                             _____

                              0 Selectees
                         Total  3
    MAC[SW/EXW] A████ [EPO]
                             No Applicants assigned
                         Total  0

Jacksonville                     Total Applicants - 591
    A████ P████
                             No Applicants assigned
                         Total  0
    CSC [SW/AW] C████ O. C████
                             32 Inactive
                            254 Incomplete
                             _____

                             64 at Recruiter Level
                              0 at CNRC Level
                            241 at NETC Level
                             _____

                              0 Selectees
                         Total  591
```

Statistics are displayed for each area, total applicants, assigned recruiters, and the recruiter's productivity.

The Total Applicant number includes surrounding areas not necessarily assigned to a listed recruiter.

Recruiter Statistics
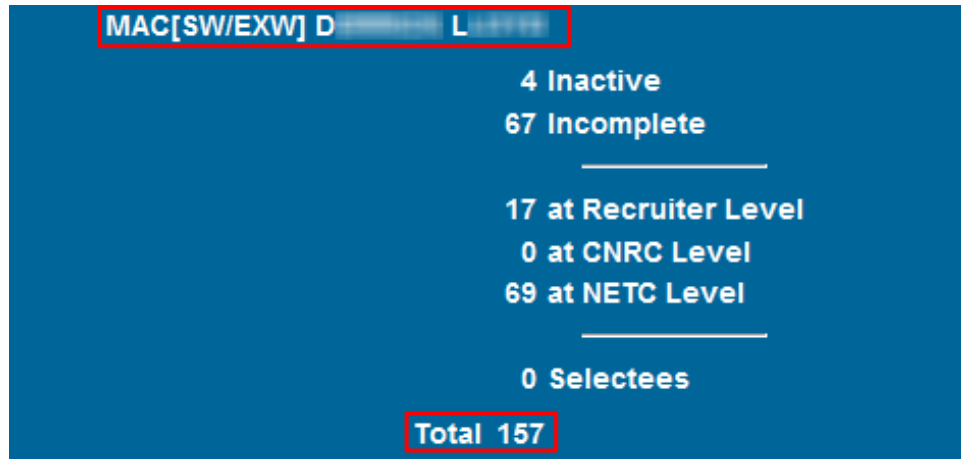
Each recruiter assigned to that district will have an interactive quick reference section under their name.

Inactive Applications

Selecting Inactive takes you to a list of applicant names.

The Inactive Applicant list is not interactive.

Incomplete Application
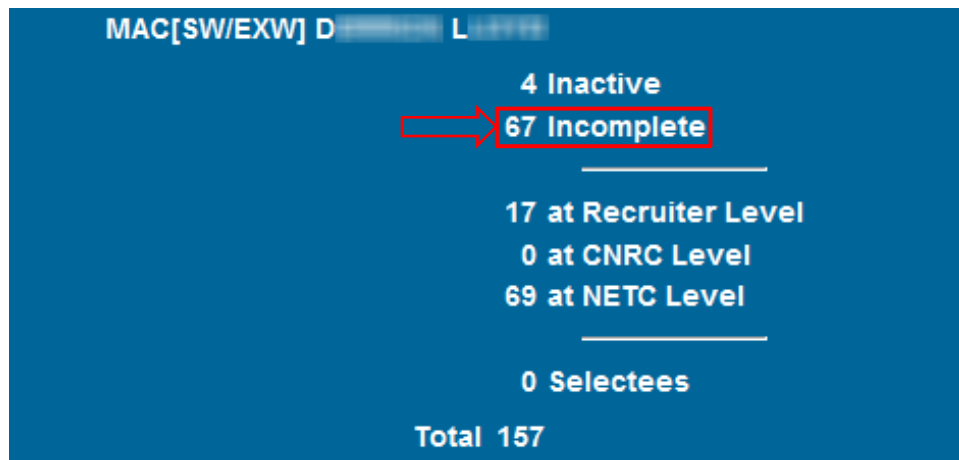
Selecting Incomplete takes you to a list of applicant names.

The Incomplete Applicant list is not interactive.

Recruiter Level Applications
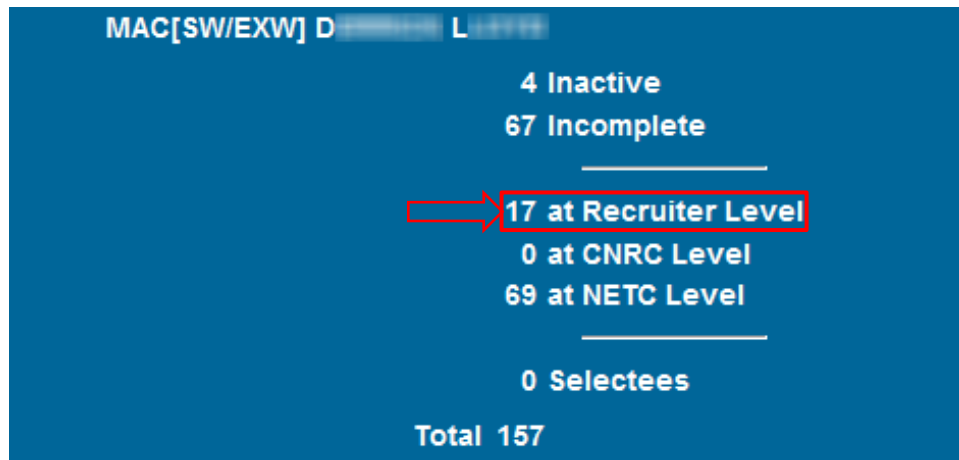
Selecting Recruiter Level takes you to a list of applicant names.

The Complete Applicant at Recruiter Level list is not interactive.

CNRC Level Applications
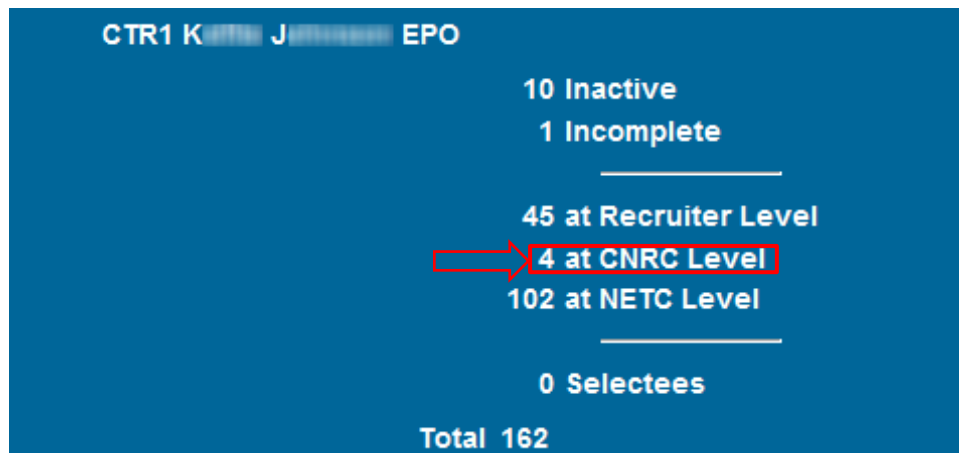
Select the CNRC Level applicant takes you to a list of names.

The Submitted to CNRC Applicant list is not interactive.

NETC Level Applications
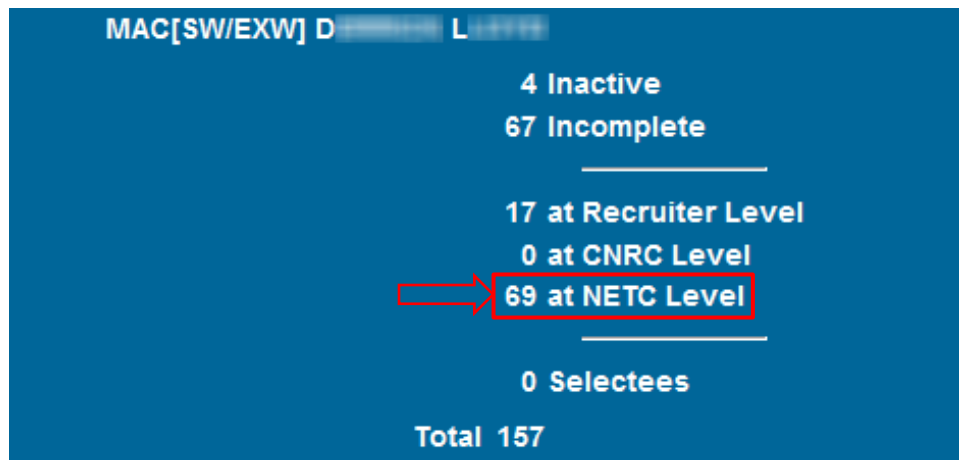
Select the NETC Level applicant takes you to a list of names.

The Submitted to NETC Applicant list is not interactive.

Area Productivity

Area Production

Total Applicants:	4438
Board Eligible:	3290
Four Year	3005
Nursing	285
Total Complete Online Applicants (Combined):	3315

NRD	CODE	4 YR GOAL	4 YR Total	4 YR HQ	4 YR %	NURSE GOAL	NURSE	NURSE %	ISR
New England	102	210	291	247	138.57	14	37	264.29	6
New York	104	152	221	172	145.39	10	18	180.00	6
Jacksonville	112	95	214	160	225.26	7	26	371.43	3
Atlanta	113	113	190	152	168.14	7	17	242.86	5
Nashville	114	109	186	135	170.64	8	24	300.00	5
Raleigh	115	152	322	251	211.84	10	32	320.00	6
Richmond	116	202	387	318	191.58	13	45	346.15	7
Ohio	118	166	276	233	166.27	10	28	280.00	7
Philadelphia	119	164	233	200	142.07	11	18	163.64	5
Pittsburgh	120	134	184	158	137.31	9	12	133.33	6
Michigan	122	145	211	194	145.52	10	19	190.00	6
New Orleans	134	69	100	86	144.93	5	9	180.00	3
Miami	148	118	187	149	158.47	8	11	137.50	4
Area Totals		1829	3002	2455	164.13	122	296	242.62	69

The right side homepage gives a regional overview and a quick reference for area production numbers.

Production Header Totals

Area Production

Total Applicants:	4438
Board Eligible:	3290
Four Year	3005
Nursing	285
Total Complete Online Applicants (Combined):	3315

NRD	CODE	4 YR GOAL	4 YR Total	4 YR HQ	4 YR %	NURSE GOAL	NURSE	NURSE %	ISR
New England	102	210	291	247	138.57	14	37	264.29	6
New York	104	152	221	172	145.39	10	18	180.00	6
Jacksonville	112	95	214	160	225.26	7	26	371.43	3
Atlanta	113	113	190	152	168.14	7	17	242.86	5
Nashville	114	109	186	135	170.64	8	24	300.00	5
Raleigh	115	152	322	251	211.84	10	32	320.00	6
Richmond	116	202	387	318	191.58	13	45	346.15	7
Ohio	118	166	276	233	166.27	10	28	280.00	7
Philadelphia	119	164	233	200	142.07	11	18	163.64	5
Pittsburgh	120	134	184	158	137.31	9	12	133.33	6
Michigan	122	145	211	194	145.52	10	19	190.00	6
New Orleans	134	69	100	86	144.93	5	9	180.00	3
Miami	148	118	187	149	158.47	8	11	137.50	4
Area Totals		1829	3002	2455	164.13	122	296	242.62	69

Selecting Total Applicants displays just the Navy Production Header Totals

Main Report	NavyProductionHeaderTotals ✕

Total Applicants:	4438
Board Eligible:	3290
Four Year	3005
Nursing	285
Total Complete Online Applicants (Combined):	3315

Total Applicants	This number includes all submitted, incomplete, and withdrawn applications
Board Eligible	Total of 4 Year plus Nursing applications
Four Year	All Board Eligible Four Year Applications for the Region
Nursing	All Board Eligible Nursing Applications for the Region
Total Complete Online Applicants (Combined)	All Applicants combined, even if not Board Eligible

Navy Recruiting District and Code

Area Production

Total Applicants: 4438
Board Eligible: 3290
Four Year: 3005
Nursing: 285
Total Complete Online Applicants (Combined): 3315

NRD	CODE	4 YR GOAL	4 YR Total	4 YR HQ	4 YR %	NURSE GOAL	NURSE	NURSE %	ISR
New England	102	210	291	247	138.57	14	37	264.29	6
New York	104	152	221	172	145.39	10	18	180.00	6
Jacksonville	112	95	214	160	225.26	7	26	371.43	3
Atlanta	113	113	190	152	168.14	7	17	242.86	5
Nashville	114	109	186	135	170.64	8	24	300.00	5
Raleigh	115	152	322	251	211.84	10	32	320.00	6
Richmond	116	202	387	318	191.58	13	45	346.15	7
Ohio	118	166	276	233	166.27	10	28	280.00	7
Philadelphia	119	164	233	200	142.07	11	18	163.64	5
Pittsburgh	120	134	184	158	137.31	9	12	133.33	6
Michigan	122	145	211	194	145.52	10	19	190.00	6
New Orleans	134	69	100	86	144.93	5	9	180.00	3
Miami	148	118	187	149	158.47	8	11	137.50	4
Area Totals		1829	3002	2455	164.13	122	296	242.62	69

NRD	CODE
New England	102
New York	104
Jacksonville	112
Atlanta	113
Nashville	114
Raleigh	115
Richmond	116
Ohio	118
Philadelphia	119
Pittsburgh	120
Michigan	122
New Orleans	134
Miami	148
Area Totals	

NRD	Navy Recruiting District
CODE	Numeric representation of NRD
Area Totals	Totals and Averages of columns on the production area

4 Year Figures

Area Production

Total Applicants:	4438
Board Eligible:	3290
Four Year	3005
Nursing	285
Total Complete Online Applicants (Combined):	3315

NRD	CODE	4 YR GOAL	4 YR Total	4 YR HQ	4 YR %	NURSE GOAL	NURSE	NURSE %	ISR
New England	102	210	291	247	138.57	14	37	264.29	6
New York	104	152	221	172	145.39	10	18	180.00	6
Jacksonville	112	95	214	160	225.26	7	26	371.43	3
Atlanta	113	113	190	152	168.14	7	17	242.86	5
Nashville	114	109	186	135	170.64	8	24	300.00	5
Raleigh	115	152	322	251	211.84	10	32	320.00	6
Richmond	116	202	387	318	191.58	13	45	346.15	7
Ohio	118	166	276	233	166.27	10	28	280.00	7
Philadelphia	119	164	233	200	142.07	11	18	163.64	5
Pittsburgh	120	134	184	158	137.31	9	12	133.33	6
Michigan	122	145	211	194	145.52	10	19	190.00	6
New Orleans	134	69	100	86	144.93	5	9	180.00	3
Miami	148	118	187	149	158.47	8	11	137.50	4
Area Totals		1829	3002	2455	164.13	122	296	242.62	69

4 YR GOAL	4 YR Total	4 YR HQ	4 YR %
210	291	247	138.57
152	221	172	145.39
95	214	160	225.26
113	190	152	168.14
109	186	135	170.64
152	322	251	211.84
202	387	318	191.58
166	276	233	166.27
164	233	200	142.07
134	184	158	137.31
145	211	194	145.52
69	100	86	144.93
118	187	149	158.47
1829	3002	2455	164.13

4 YR GOAL	Original projected applications submitted by NRD for 4 year scholarships
4 YR Total	Actual applications submitted by NRD for 4 year scholarships
4 YR HQ	High Quality applications submitted by NRD for 4 year scholarships
4 YR %	Percentage arrived at by using 4 YR Total and dividing by 4 YR Goal numbers
Area Totals	Added totals for 4 YR Goal. 4 YR Total, 4 YR HQ and the average of 4 YR % columns.

Nurse and ISR Figures

Area Production

Total Applicants:					4438				
Board Eligible:					3290				
Four Year					3005				
Nursing					285				
Total Complete Online Applicants (Combined):					3315				

NRD	CODE	4 YR GOAL	4 YR Total	4 YR HQ	4 YR %	NURSE GOAL	NURSE	NURSE %	ISR
New England	102	210	291	247	138.57	14	37	264.29	6
New York	104	152	221	172	145.39	10	18	180.00	6
Jacksonville	112	95	214	160	225.26	7	26	371.43	3
Atlanta	113	113	190	152	168.14	7	17	242.86	5
Nashville	114	109	186	135	170.64	8	24	300.00	5
Raleigh	115	152	322	251	211.84	10	32	320.00	6
Richmond	116	202	387	318	191.58	13	45	346.15	7
Ohio	118	166	276	233	166.27	10	28	280.00	7
Philadelphia	119	164	233	200	142.07	11	18	163.64	5
Pittsburgh	120	134	184	158	137.31	9	12	133.33	6
Michigan	122	145	211	194	145.52	10	19	190.00	6
New Orleans	134	69	100	86	144.93	5	9	180.00	3
Miami	148	118	187	149	158.47	8	11	137.50	4
Area Totals		1829	3002	2455	164.13	122	296	242.62	69

NURSE GOAL	NURSE	NURSE %	ISR
14	37	264.29	6
10	18	180.00	6
7	26	371.43	3
7	17	242.86	5
8	24	300.00	5
10	32	320.00	6
13	45	346.15	7
10	28	280.00	7
11	18	163.64	5
9	12	133.33	6
10	19	190.00	6
5	9	180.00	3
8	11	137.50	4
122	296	242.62	69

NURSE GOAL	Original projected Nursing applications submitted by NRD for last year
NURSE	Actual Nursing applications submitted by NRD last year
NURSE %	Percentage arrived at by using Actual Nursing numbers and dividing by Nurse Goal numbers
ISR	Immediate Scholarship Reservations applications submitted by NRD last year
Area Totals	Added totals for NURSE Goal. NURSE Total, ISR and the average of NURSE % columns

Diversity Breakdown

Select the desired Breakdown year.

Select Run Breakdown Report.

Area Diversity Breakdown

District	CODE	Black, African American					Hispanic					Asian, Pac Isl & Native American				
		Goal	4 YR	Nurse	ISR	Att.%	Goal	4 YR	Nurse	ISR	Att.%	Goal	4 YR	Nurse	ISR	Att.%
New England	102	15	20	2	1	146.7	18	32	2	3	188.9	17	36	3	1	229.4
New York	104	22	31	4	1	159.1	26	44	5	3	188.5	24	37	4	1	170.8
Jacksonville	112	20	29	8	0	185.0	19	33	5	0	200.0	15	26	3	2	193.3
Atlanta	113	28	45	8	1	189.3	11	17	2	1	172.7	16	22	0	0	137.5
Nashville	114	19	29	6	0	184.2	10	14	2	1	160.0	17	31	3	1	200.0
Raleigh	115	25	55	9	0	256.0	8	26	3	1	362.5	13	56	7	1	484.6
Richmond	116	24	38	5	0	179.2	21	28	3	0	147.6	22	64	9	4	331.8
Ohio	118	13	21	1	2	169.2	7	15	1	1	228.6	14	32	6	1	271.4
Philadelphia	119	18	13	0	1	72.2	11	15	1	3	145.5	13	22	1	1	176.9
Pittsburgh	120	5	8	1	0	180.0	7	4	1	0	71.4	7	18	1	1	271.4
Michigan	122	14	25	1	0	185.7	13	22	2	2	184.6	20	49	3	3	260.0
New Orleans	134	15	16	3	1	126.7	9	13	2	1	166.7	12	19	2	1	175.0
Miami	148	18	35	3	1	211.1	52	70	3	3	140.4	15	46	5	1	340.0
East		**236**	**365**	**51**	**8**	**176.3**	**212**	**333**	**32**	**19**	**172.2**	**205**	**458**	**47**	**18**	**246.3**

The Area Diversity Breakdown displays figures by ethnicity and type scholarship.

Forms

Application Checklist

Selecting (Left Clicking) any form on the menu will take you to the interactive version.
- Note: Forms presented in this manual are NOT interactive.

Below is a blank form of the Application Checklist.

NROTC APPLICATION CHECKLIST

PRIVACY ACT NOTIFICATION

This document may contain information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions. If you have received this correspondence in error, please notify the sender immediately and destroy any copies you have made.

APPLICANT NAME:

NAVCRUITDIST:

PHONE NUMBER (Recruiter)

RECRUITER:

RECRUITER E-MAIL:

TRANSCRIPTS:

☐ Profile Included

☐ Legible and Offiicial (Raised Seal and / or Signed and Dated)

☐ Complete through 11th grade - graduation date in May/June 20

☐ Complete through 12th grade - graduation date in May/June 20   Date of Graduation:

☐ College transcripts included for all colleges attended after high school.   Total number of college credits:

ACT/SAT SCORES VERIFIED BY:

☐ Test scores verified electronically on web site: electronic, high school transcripts, ACT/SAT

☐ Achieved minimum test scores of ACT: 22-English/21-Math   SAT: 530-Critical Reading/520-Math

APPLICATION:

☐ U.S. Citizen by birth

☐ Proof of Naturalized Citizenship and NAVCRUIT 1100/25 included

☐ Minimum of five college choices listed

☐ First college choice matches the first choice remarks statement

☐ College choices must **NOT** be in conflict between "host" colleges and "crosstown affiliate colleges"

☐ Nurse Corps Option MUST declare NURSING (BSN)/NURSING (RN) Note: Essay must match program in application

☐ First essay complete (Essay DOES NOT mention Marine Corps Officer)

REQUEST FOR SECONDARY SCHOOL TRANSCRIPTS (PAGE 9):

☐ Hardcopy signed by Counselor

☐ Student evaluation submitted electronically

☐ Written comments noted on Hardcopy

☐ Written comments noted on electronic evaluation

☐ Hardcopy Student Evaluation completed by the same Counselor listed on the application

MATH OR SCIENCE TEACHER EVALUATION: (NOTE: PHYSICS TEACHERS DO NOT SATISFY THE MATH TEACHER REQUIREMENT.)

☐ Hardcopy signed by Teacher

☐ Student evaluation submitted electronically

☐ Written comments noted on Hardcopy

☐ Written comments noted on electronic evaluation

☐ Hardcopy Student Evaluation completed by Teacher listed on the application

Reset Form   Print Form   (Rev 7-2013)   FOR OFFICIAL USE ONLY   Page 1 of 2
PRIVACY SENSITIVE

NROTC APPLICATION CHECKLIST

Supporting Directive COMNAVCRUITCOMINST 1533.4

OTHER TEACHER/OFFICIAL'S EVALUATION:

☐ Hardcopy signed by Evaluator   ☐ Student evaluation submitted electronically

☐ Written comments noted on Hardcopy   ☐ Written comments noted on electronic evaluation

☐ Hardcopy Student Evaluation completed by the same Evaluator listed on the application

OFFICER INTERVIEW:

☐ Completed by a Naval Officer (O3 and above) or a Chief Petty Officer

DEBARMENT AND SUSPENSION STATEMENT OF UNDERSTANDING:

☐ Signed, Initialed, and Dated by the Applicant and the Witnessing Official

DRUG STATEMENT OF UNDERSTANDING:

☐ Signed, Initialed, and Dated by the Applicant and the Witnessing Official

NAVY OPTION STATEMENT OF UNDERSTANDING

☐ Signed, Initialed, and Dates

NURSE OPTION STATEMENT OF UNDERSTANDING

☐ Signed, Initialed, and Dates

Additional Documentation Included:

Date mailed to NSTC: _____

NAVCRUITDIST
Signature of NAVCRUITDIST QA Inspector _____ Date QA Completed _____

NSTC
Signature of NSTC QA Inspector _____ Date QA Completed _____

Reset Form   Print Form   (Rev 7-2013)   FOR OFFICIAL USE ONLY   Page 2 of 2
PRIVACY SENSITIVE

Applicant Statement of Understanding

Below is a blank Applicant Statement of Understanding form.

STATEMENT OF UNDERSTANDING FOR
NAVAL RESERVE OFFICER TRAINING CORPS APPLICATIONS

Privacy Act Statement

Authority: The authority to request this information is contained in: 5 USC § 301 (Authorizing Forms and Regulations) and 10 USC § (Financial Assistance Program for Specially Selected Members)

Principal Purpose(s): The information you provide will be used to determine whether you qualify, and should be nominated for, an NROTC Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program.

Routine Use(s): Information you provide in this application is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112, http://www.privacy.navy.mil and the routine uses set forth here. If you are nominated for an NROTC Scholarship, the information will be released to the five schools you indicated on your application. Your information and notification of status may also be provided to your high school so they may assist with the final stages of the process.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to process your application for the NROTC program.

Please read and initial by each of the statements below.

1. _____ I certify that all of the information that I provided in the electronic application is complete and correct to the best of my knowledge.

2. _____ I certify that I have no moral obligations, personal convictions or beliefs, which would prohibit my serving in an unrestricted military status. This includes the bearing of arms and supporting and defending the Constitution of the United States against all enemies foreign and domestic.

3. _____ I certify that I composed the Personal statements submitted with my electronic application.

4. _____ I understand that the information that I have provided electronically is only a partial application and that I must complete all additional requirements and achieve qualifying SAT/ACT scores before my application will be processed.

5. _____ I understand that if any of the information I provided is inaccurate, false or misleading, it may jeopardize my chances for selection for an NROTC Scholarship or render me ineligible for the scholarship.

_____   _____
SIGNATURE OF WITNESSING OFFICIAL   SIGNATURE OF APPLICANT

_____   _____
PRINTED NAME OF WITNESS   PRINTED NAME OF APPLICANT

_____   _____
DATE   DATE

NSTC 1533/112 (2-10)

[Print Form]   [Reset Form]

Debarment and Suspension

Below is a blank Debarment and Suspension form.

DEBARMENT AND SUSPENSION FROM RECEIPT OF FEDERAL ASSISTANCE STATEMENT FOR FOUR-YEAR NAVAL RESERVE OFFICERS TRAINING CORPS APPLICATION
(EXECUTIVE ORDER 12549, DEBARMENT AND SUSPENSION)

Privacy Act Statement

Authority: The authority to request this information is contained in: 5 USC § 301 (Authorizing Forms and Regulations); 10 USC § 2107 (Financial Assistance Program); Executive Order 9397 (Use of Social Security Numbers); and Executive Order 12549 (Debarment and Suspension).

Principal Purpose(s): The information you provide will be used to determine whether you qualify, and should be nominated for, a Naval Reserve Officers Training Corps(NROTC) Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC Program.

Routine Use(s): Information you provide in this application is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112, http://www.privacy.navy.mil and the routine uses set forth here. If you are nominated for an NROTC Scholarship, the information will be released to the five schools you indicated on your application. Your information and notification status may also be provided to your high school so they may assist with the final stages of the process.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to process your application for the NROTC Program.

On February 18, 1986, Executive Order (EO) 12549, Debarment and Suspension, authorized establishing a government-wide system for excluding, in appropriate cases, individuals and legal entities from participating in Federal financial and non financial assistance programs and activities.

The General Services Administration (GSA) is responsible for developing, maintaining and distributing a list of persons excluded from non-procurement programs.

The list indicates participants who are debarred, suspended or voluntarily excluded from programs and activities involving Federal financial and nonfinancial assistance and benefits under EO 12549

Transactions covered by this rule include, but are not limited to:

Non-procurement transactions between an agency and a person, including grants, corporation agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, etc.

The NROTC Scholarships fall under this rule. A person currently debarred or suspended from receiving Federal financial assistance is not eligible to apply for the NROTC College Scholarship Program.

I, _____, certify I am not debarred from participating in Federal financial assistance programs.
   PRINT FULL NAME

_____   _____
SIGNATURE OF APPLICANT   SIGNATURE OF WITNESSING OFFICIAL

_____   _____
SOCIAL SECURITY NUMBER   PRINTED NAME OF WITNESS

_____   _____
DATE   DATE

For NSTC use only: _____

Applicant Serial #: _____

NSTC 1533/102 (09-11)

Drug Statement

Below is a blank Drug Statement form.

DRUG STATEMENT FOR NAVAL RESERVE OFFICER TRAINING CORPS APPLICATION

Privacy Act Statement

Authority: The authority to request this information is contained in 5 USC § 301 (Authorizing Forms and Regulations) and 10 USC§ 2107 (Financial Assistance Program).

Principal Purpose(s): The information you provide will be used to determine whether you qualify, and should be nominated for, an NROTC Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program.

Routine Use(s): Information you provide in this application is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR sect 701.112, http://www.privacy.navy.mil and the routine uses set forth here.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to process your application for the NROTC program.

Complete all required sections on this form. *Providing false information or failure to disclose any drug involvement(s) may result in your elimination from scholarship competition.*

1. Have you ever taken any narcotic, sedative, or tranquilizer drugs other than those prescribed by a physician or dentist?

    ☐ Yes ☐ No

2. Have you ever used LSD, marijuana, sniffed glue or other hallucinogens, hypnotics, stimulants or other known harmful or habit forming drugs and/or chemicals?

    ☐ Yes ☐ No

    If you answered "YES" to either question above, provide a detailed explanation below with the approximate times, amounts taken and period over which taken, and complete #3.

    a. Type of drug(s) used:

    b. Approximate number of times used:

    c. Amounts taken:

    d. Method by which taken:

    e. Inclusive dates of use (be specific):

    f. Were you convicted or arrested for the drug use admitted?

    g. Circumstances under which the drug use occurred such as experimentation, peer pressure, etc.

3. _____ (INT): I fully recognize the negative influence of drug abuse and categorically reject the abuse of drugs both now and for the future.

SIGNATURE OF WITNESSING OFFICIAL	SIGNATURE OF APPLICANT
PRINTED NAME OF WITNESS	PRINTED NAME OF APPLICANT
DATE	DATE

For NSTC use only: Applicant Serial # _____

NSTC 1533/101 (12-08)

[Reset Form] [Print Form]

Evaluation – Counselor (Page 9)

Below is a blank Page 9, Counselor's Evaluation form.

REQUEST FOR SECONDARY SCHOOL TRANSCRIPT

Applicant's full name (Last, First Middle) _____

Birth Date_____ NROTC Program _____

Social Security Number_____

The student named above is applying for an NROTC scholarship. Please complete this part of the form as accurately as possible. The Scholarship Selection Board uses a transcript of grades in reviewing an applicant's record.

1. In addition to courses taken (or in progress) and grades received, it is essential that the transcript reflect rank in class along with the most complete academic record to include test results such as NMSQT, CEEB'S, ACT'S and other national examinations.

2. Important! Please submit this information immediately.

3. Return completed form and a transcript signed or stamped by a high school official to the recruiting activity indicated on the self-addressed envelope provided (Also, include a profile of the graduating class, if possible.)

4. I authorize release of my high school transcript.

_____   _____
Signature   Date

1. Candidate's GPA: Weighted (ex. 999.99) _____ Unweighted (ex. 9.99) _____

2. GPA Scale: Weighted (ex. 999.9) _____ Unweighted ___4.0___

3. Rank in Class (Approx. to nearest 10ᵗʰ from top)   Exactly   Approximately

   Rank from top_____   No. of students_____

4. % Grad Class Exp to Enter: 4 yr. College _____   2 yr. College _____

5. School ETS Code _____

6. Did this student take any:

Not Offered	Yes	No	
◯	◯	◯	Honors Courses
◯	◯	◯	Accelerated Courses
◯	◯	◯	Adv. Placement Courses
◯	◯	◯	Dual Enrollment Courses

7. Are all honors accelerated and advanced placement courses given extra credit in computing:

Yes	No	
◯	◯	Rank in Class
◯	◯	Grade Averages

1

8   Did the student receive any academic accommodations? (i.e. extra time on test, established 504 plan)

⭕ Yes   ⭕ No

If yes, please list the type of academic accommodation and the school year/s received

9. Is applicant from minority group or disadvantaged background?   ⭕ Yes   ⭕ No

If yes, which?   ⭕ Minority   ⭕ Disadvantaged (specify in comment area)

10. Official School Name: _____

Street Address: _____

City: _____   State & Zip Code: _____

School Telephone (Include Area Code) _____

11. Ranking Period   From: _____   To: _____

Indicate how grade point average and rank were determined if profile not available.

12. If rank is not available, please indicate placement by percentile below.

⭕ Top 5%
⭕ Top 10%
⭕ Top 20%
⭕ Top 30%
⭕ Top 40%
⭕ Top 50%
⭕ Lower 50 %

2

13. Comment: (Additional information which may be significant in considering applicant)

Date	Title	Signature	Print Name

3

Evaluation – Math/English/Science

Below is a blank Math/English/Science Teacher's Evaluation form.

MATH / SCIENCE / ENGLISH TEACHER EVALUATION OF APPLICANT

Applicant's Last Name_____ FI _____ MI _____

Social Security Number _____

INSTRUCTIONS FOR THE SCHOOL OFFICIAL: Please evaluate the following statements concerning the above named applicant. Mark only one choice for each statement. Rate the statements on how well the quality describes the applicant in relation to his/her peers.

Your identity as the source of information relating to the applicant will be disclosed upon the applicant's request, unless you require confidentiality as a condition for furnishing any information. In such case, your identity will be held in confidence.

Do you stipulate confidentiality as a condition for providing information?   ◯ Yes   ◯ No

	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
1. Works toward group goals when in a subordinate position	◯	◯	◯	◯	◯	◯
2. Gains respect of peers	◯	◯	◯	◯	◯	◯
3. Influences other students to work together	◯	◯	◯	◯	◯	◯
4. Communicates effectively in face to face discussion	◯	◯	◯	◯	◯	◯
5. Communicates effectively in written work	◯	◯	◯	◯	◯	◯
6. Exerts maximum effort showing a strong desire to achieve in every field	◯	◯	◯	◯	◯	◯
7. Sets high standards for own performance in a number of areas of activity	◯	◯	◯	◯	◯	◯
8. Accepts criticism and makes improvements from it	◯	◯	◯	◯	◯	◯
9. Adjusts to a demanding schedule of activities without neglecting school work	◯	◯	◯	◯	◯	◯
10. Makes Friends easily	◯	◯	◯	◯	◯	◯
11. Persists when solving problems	◯	◯	◯	◯	◯	◯
12. Demonstrates intellectual curiosity	◯	◯	◯	◯	◯	◯
How would you rate this student among all that you have taught?	◯	◯	◯	◯	◯	◯

How long have you known this student? _____

1

Did you provide this student with any academic accommodations? (i.e. requires extra time on test, established 504 plan)   ◯ Yes   ◯ No

If yes, please list the type of academic accommodation and the school year/s received

_____
_____
_____
_____
_____

REMARKS: This form must be completed by only an English or a Math instructor. (If student is Nursing Option, form must be completed by only an English or Science instructor.) Please tell us how you feel this student will perform in a demanding academic environment. It would also be helpful if you would comment on the student's character and integrity as compared to that of his/her peers. Math teacher comment strongly desired on student's potential for completing calculus and calculus-based physics. Thank you for your concern, time and cooperation.

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_____   _____   English Instructor ◯
Signature of Evaluator (Use a Pen)   Date

                                                                                                Math Instructor ◯
_____
Printed Name of Evaluator
                                                                                                Science Instructor ◯
(_____)_____
Phone Number

Evaluation – Other

Below is a blank School Official's Evaluation form.

OTHER OFFICIAL'S EVALUATION OF APPLICANT

Applicant's Last Name_____ FI _____ MI _____

Social Security Number _____

INSTRUCTIONS FOR THE SCHOOL OFFICIAL: Please evaluate the following statements concerning the above named applicant. Mark only one choice for each statement. Rate the statements on how well the quality describes the applicant in relation to his/her peers.

Your identity as the source of information relating to the applicant will be disclosed upon the applicant's request, unless you require confidentiality as a condition for furnishing any information. In such case, your identity will be held in confidence.

Do you stipulate confidentiality as a condition for providing information?   ◯ Yes   ◯ No

	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
1. Works toward group goals when in a subordinate position	◯	◯	◯	◯	◯	◯
2. Gains respect of peers	◯	◯	◯	◯	◯	◯
3. Influences other students to work together	◯	◯	◯	◯	◯	◯
4. Communicates effectively in face to face discussion	◯	◯	◯	◯	◯	◯
5. Communicates effectively in written work	◯	◯	◯	◯	◯	◯
6. Exerts maximum effort showing a strong desire to achieve in every field	◯	◯	◯	◯	◯	◯
7. Sets high standards for own performance in a number of areas of activity	◯	◯	◯	◯	◯	◯
8. Accepts criticism and makes improvements from it	◯	◯	◯	◯	◯	◯
9. Adjusts to a demanding schedule of activities without neglecting school work	◯	◯	◯	◯	◯	◯
10. Makes Friends easily	◯	◯	◯	◯	◯	◯
11. Persists when solving problems	◯	◯	◯	◯	◯	◯
12. Demonstrates intellectual curiosity	◯	◯	◯	◯	◯	◯
How would you rate this student among all that you have taught?	◯	◯	◯	◯	◯	◯

How long have you known this student? _____

1

Did you provide this student with any academic accommodations? (i.e. requires extra time on test, established 504 plan) ⃝ Yes ⃝ No

If yes, please list the type of academic accommodation and the school year/s received

_____
_____
_____
_____

REMARKS: This form may be completed by a Teacher, Counselor, Coach or Employer. Please tell us how you feel this student will perform in a demanding academic environment. It would also help if you would discuss the student's character and integrity as compared to that of his/her peers. Thank you for your concern, time and cooperation.

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_____   _____   Teacher ⃝
Signature of Evaluator (Use a Pen)   Date   Counselor ⃝

_____   Coach ⃝
Printed Name of Evaluator

(_____)_____   Employer ⃝
Phone Number

2

ISR Checklist

Below is a blank form of the ISR (Immediate Scholarship Reservation) Checklist.

NAVCRUITCOM ISR CHECKLIST

Directive: COMNAVCRUITCOMINST 1533.4

PRIVACY ACT NOTIFICATION

This document may contain information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions. If you have received this correspondence in error, please notify the sender immediately and destroy any copies you have made.

NAME (APPLICANT):		NAVCRUITDIST:	
NAME (RECRUITER):		RECRUITER E-MAIL:	

- ☐ APPLICATION CHECKLIST
- ☐ ISR CONTRACT (NAVCRUIT 1100/32)
- ☐ ISR WAIVER (If Applicable)
- ☐ TRANSCRIPTS/OTHER RANKING DOCUMENTS
- ☐ ACT/SAT SCORES
- ☐ GUIDANCE COUNSELOR COMMENTS WITH RANKING
- ☐ OFFICER INTERVIEW
- ☐ DEBARMENT (NSTC 1533/102) 09-11
- ☐ SOU (NSTC 1533/112) 2-10
- ☐ DRUG FORMS (NSTC 1533/101) 12-08
- ☐ MISC DOCUMENTS (i.e. LORs, Awards, etc.)

Rank in Class	Yes	No	NA
Within Top 20% of Class	☐	☐	☐
High School Senior NOTE: ISR APPLICANTS MUST BE A HIGH SCHOOL SENIOR ***	☐	☐	☐
Test Scores			
Minimum Composite SAT 1230	☐	☐	☐
Minimum Math SAT 600	☐	☐	☐
Minimum Critical Reading SAT 530	☐	☐	☐
Or			
Minimum Combined ACT Score 54	☐	☐	☐
Minimum Math ACT 26	☐	☐	☐
Minimum English ACT 22	☐	☐	☐
Physical Standards			
Meets Navy Height/Weight Standards	☐	☐	☐
Or			
If not within Height/Weight Standards, is within Body Fat Standards (ISR Candidates must be within BCA)	☐	☐	☐
Evaluator Comments			
Disqualifying comments/remarks from Officer Interview or Counselor evaluation. (Should be NO)	☐	☐	☐

_____
NROTC Program Director   Date

(Rev 6-2013)

FOR OFFICIAL USE ONLY

ISR Contract

Below is a blank ISR Contract.

NROTC Four-Year Immediate Scholarship Reservation (ISR) Contract
PRIVACY ACT STATEMENT

__AUTHORITY__: Privacy Act of 1974, 5 USC 552a.
__PRINCIPAL PURPOSE__: The information is used to determine your eligibility for selection for NROTC Immediate Scholarship Reservation (ISR) four-year Scholarship Contract. The information requested constitutes the minimum required to determine your current eligibility.
__ROUTINE USE__: The information provided by you on this document is FOR OFFICIAL USE ONLY and will be maintained and used in strict confidence by Navy Officers and employees of the Navy Recruiting Command to determine your eligibility. The information is voluntary; however, failure to answer completely any of the questions or to provide the information requested in this form may result in an inability to fairly evaluate your qualifications for a NROTC ISR Four-year Scholarship.

__Applicant's signature:__ _____

Name (Last, First, MI)	Telephone

Address	Male ☐ Female ☐

| Date of Birth (YY-MM-DD) | Height (inches) |
| | Weight (pounds) |

Racial Category (Select up to five)

		If out of Height/Weight standard:
(1) American Indian/Native Alaskan	☐	Body Fat Percent _____
(2) Asian	☐	NAVCRUITCOM Approval _____
(3) Black/African American	☐	Ethnic Category (Select one)
(4) Native Hawaiian/Other Pacific Islander	☐	
(5) White	☐	(1) Hispanic or Latino ☐
(6) Declined to Respond	☐	(2) Not Hispanic or Latino ☐
		(3) Declined to Respond ☐

ACADEMIC ELIGIBILITY CERTIFICATION

Must rank in the TOP 20% of class

Rank in class _____ of _____ Percentile _____ %

☐ Waiver request for Top 20% Class Ranking   NAVCRUITCOM Approved _____

TEST SCORE CERTIFICATION

SAT Score Eligibility Criteria		1230 Composite	AND	600 Math
ACT Score Eligibility Criteria	54 Combined	(English & Math)	AND	26 Math

Check One: SAT ☐   Verbal (or English): _____

ACT ☐   Math: _____ +

Test date: _____   Composite/Combined: _____

NROTC Four-Year Immediate Scholarship Reservation (ISR) Contract

Applicant initials in the "TRUE" or "FALSE" column.
A "FALSE" answer is disqualifying.

	TRUE	FALSE
a. I will graduate from high school by 1 August 201__.		
b. I have never been convicted of a DWI/DUI/MIP or felony.		
c. I have never taken any narcotic, sedative or tranquilizer drugs other than prescribed by a physician or dentist; nor have I ever sniffed glue, used marijuana, LSD, other hallucinogens, hypnotics, stimulants or other known or habit-forming drugs and/or chemicals; nor have I been convicted or arrested on drug-related charges.		
d. I am a United States citizen.		
e. I have no moral obligations or personal convictions, religious or otherwise, that would preclude service in the military.		

NAVCRUITDIST Commanding Officer initials in "TRUE" or "FALSE" column.
A "FALSE" answer is disqualifying.

	TRUE	FALSE
a. Applicant is academically qualified (Top 20% of the class)		
b. Applicant meets test score criteria. (SAT/ACT)		
c. Applicant meets Navy physical fitness standards, is motivated for Naval service, and has significant involvement in extracurricular activities or employment, as reflected by Annex 1.		

I understand that this constitutes a guarantee on the part of the U.S. Navy that an NROTC Scholarship is being reserved in my name but that the scholarship will only be awarded if I meet the following requirements: *(Initial)* _____

(Initial)

a) I am in and/or remain in the top 20% of my high school class. _____

b) I am and remain eligible by virtue of my age (at least 17 but no more than 23 on 30 June 201_) _____

c) I release official qualifying college board scores to the U. S. Navy (Code 0656) or provide proof of qualifying scores via an official transcript or ACT/SAT score release form, followed by completion of a full application package which includes validation of the information I provided on this contract. _____

d) I complete my application package in time for it to be forwarded to the Naval Service Training Command (NSTC) from Commander, Navy Recruiting Command (COMNAVCRUITCOM) Headquarters in Millington, TN **WITHIN 30 DAYS** of the date of this contract. _____

e) I am found physically qualified by the DoD medical examination review board or granted a physical waiver. _____

f) I gain admittance to an NROTC school on my own initiative and am placed in that school's unit by the Navy. _____

g) Everything that I initialed on this contract is true. _____

I further understand that regardless of my status with the school(s) of my choice, the Navy can only guarantee eventual unit placement (contingent upon my acceptance by the applicable school), but cannot guarantee placement in the unit of my choice.
I also understand that this contract places me under no obligation to accept an NROTC scholarship.

Applicant signature	Date	
Parent or Guardian signature (signature required regardless of applicant age)	Date	
Commanding Officer's signature	Printed Name and Rank	Date
NAVCRUITCOM N31A	LCDR/USN	Date

NROTC Four-Year Immediate Scholarship Reservation (ISR) Contract
ANNEX 1

Name (Last, First, MI)

Whole-Person evaluation Worksheet

1. The Commanding Officer shall use the following list to identify those areas of involvement which warrant the awarding of a scholarship based on the whole person concept. This form is to be submitted, with blanks filled in, to COMNAVCRUITCOM with the ISR recipient's application.

2. An ISR recipient must have significant involvement in at least two of the following three areas:

Extracurricular Activities:

Band /Chorus _____

Scouting _____

Church Activities _____

Club Involvement _____

Community Service/Volunteering _____

Employment _____

School Newspaper/Yearbook _____

NJROTC/CAP/Sea Cadets _____

Other _____

Athletics:

Varsity Sports _____

Letter (circle applicable years)

9 _____   10 _____

11 _____   12 _____

Church/Community League Teams _____

Individual Physical Fitness/Athletic Achievements _____

Other _____

Leadership:

Class Officer _____

Club Leadership Positions _____

Church Leadership _____

Athletic Leadership _____

Other _____

Nurse Application Statement of Understanding

Below is a blank Nurse Applicant Statement of Understanding form.

STATEMENT OF UNDERSTANDING FOR
NAVAL RESERVE OFFICERS TRAINING CORPS NURSE APPLICATIONS

Privacy Act Statement

Authority: The authority to request this information is contained in: 5 USC § 301 (Authorizing Forms and Regulations) and Executive Order 9397.

Principal Purpose(s): The information you provide will be used to determine whether you qualify, and should be nominated for, an Naval Reserve Officers Training Corps (NROTC) Scholarship, Nursing Corps Option. If you are nominated, the information will be used to enroll you into NROTC Nursing program and will be used by the Navy in its management of the NROTC Nursing program.

Routine Use(s): Information you provide in this application is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112, accessible at http://www.privacy.navy.mil. If you are nominated for an NROTC Nursing Corps Scholarship, the information will be released to the five schools you indicated on your application. Your information and notification of status may also be provided to your high school so they may assist with the final stages of the process.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to process your application for the NROTC Nursing Corps program.

Please read and initial by each of the statements below.

1. _____ I certify that all of the information that I provided in the electronic application is complete and correct to the best of my knowledge.

2. _____ I certify that I have no moral obligations, personal convictions or beliefs, which would prohibit my serving in a military status. This includes supporting and defending the Constitution of the United States against all enemies foreign and domestic.

3. _____ I certify that I composed the essay(s) submitted with my electronic application.

4. _____ I certify that I desire to apply for the Navy Nurse Corps NROTC Scholarship Program. I understand that by applying to this program, I will not be considered for the regular NROTC Scholarship Program. I understand that if I am selected for a scholarship, I must major in nursing and any attempt to change my major to something other than nursing will result in loss of scholarship benefits. Also, I understand that this program is for obtaining a degree in nursing only, not medicine.

5. _____ I understand that the information that I have provided electronically is only a partial application and that I must complete all additional requirements and achieve qualifying SAT/ACT scores or be in the top 10% of my graduating class before my application will be processed.

6. _____ I understand that if any of the information provided is inaccurate, false or misleading, it may jeopardize my chances for selection for an NROTC Scholarship or render me ineligible for the scholarship.

_____   _____
SIGNATURE OF WITNESSING OFFICIAL   SIGNATURE OF APPLICANT

_____   _____
PRINTED NAME OF WITNESS   PRINTED NAME OF APPLICANT

_____   _____
DATE   DATE

NSTC 1533/129   (05-09)

Officer Interview

Below is a blank Officer Interview form.

INTERVIEW INSTRUCTIONS

1. Please provide an honest, objective, and above all, accurate assessment of the candidate. As the interviewer, you are the eyes and ears of the selection board and thus your assessment is the most important feature of the application process.
2. Some key points:
    1. The NROTC program is looking for an accurate assessment of an applicant's suitability for the NROTC program. This is neither an active duty evaluation nor fitness report. The applicant will not see this form so honesty and objectivity is tremendously important.
    2. The goal is not to "fill white space" in this form or get all of your interviewed candidates accepted to the program, but rather, allow the scholarship board the opportunity to differentiate the candidates sufficiently so that the best are selected. It's absolutely acceptable NOT to mark all 5.0's.
    3. Ensure that there is no "mismatch" in your assessment such that it causes doubt either in your review or in the candidate's suitability. An example would be to give a lackluster or "average" appraisal but with a "Well Above Average" overall grade or an overall assessment of "Average" with words such as "My very strongest possible endorsement!" If there is the potential that the board will see a possible mismatch in something you are saying, explain in your remarks section.
3. Answer each section completely but only to the extent necessary to answer the question.
4. Only provide information in the remarks section pertinent to the question. Don't use the remarks section to discuss other aspects of the interview.
5. Do NOT cut and paste from other appraisals. Similarities from previous interviews are readily apparent and may negatively impact the candidate.
6. Track your appraisal scores and average over time. When providing an appraisal, how this candidate compares to other applicants you have interviewed is a clear indication of the value you place in the suitability.

QUESTIONS AND CONSIDERATIONS

1.b. Personal background
- Military dependent?
    - Active Duty, Reserves, National Guard
        - Current, discharged or retired
        - Recalled, deployed
- Parents divorced?
    - When?
- Disabled family member?
- Tragic occurance?
    - Family/friend death, injury, illness, suicide?
- Personal illness?
- Change school during high school?
- Financial hardship?
    - Works to help support family?

1.c. Other
- Low performing school district?
- Home-schooled?
    - Usually fewer activities than traditional student
- Noticeable change in grades?
    - Explain anomalies
- JROTC?
    - Usually precludes sports or other activities

2.a. Applicant Assessment
Program Motivation:
- Would you accept this scholarship if it were offered to you? If so, would you do so with the full intention of completing the Program in four years, and receiving your Commission as an Ensign, USN?
- Are there any other scholarships or opportunities that you would prefer to accept more that NROTC?
- Why do you want to become a commissioned Naval Officer?
- What steps did you take to apply?
- If you are not offered this scholarship, what is next?
- Are you doing this for yourself?
- Based on OI assessment of application completeness/Section 1
  - Why did you fail to thoroughly complete the application, and (as appropriate), is this indicative of the thoroughness you usually put into your academic efforts?

Service over Self:
- How did you feel about the volunteering and community service you report doing?
- Was it something done only to meet a requirement
- Do you feel that citizens in a demoncracy have an obligation to serve their country?
- What are the Navy URL warfare communities that you might be asked to serve in as an application to this Program, and are you open-minded about serving where assigned?

Physical Fitness:
- What kind of recreational activities do you like to take part in?
- Is being physically active an integral part of you life?
- Explain your understanding of Navy's Physical Fitness Standards, and how you have prepared to meet them.

Appearance/Bearing:
- Were you nervous about this interview?
- Did you consider how to make your best impression on me?
- How do you feel you have performed during this interview?
- How much heads up did they have?
- Were you told how to dress?
  - Are they dressed in the only clothes they own/can afford
- Not every applicant already has "military bearing"
  - If you don't like their posture or respectfulness - let them know and give them a chance to correct during the interview
  - Is this a bad day, or indicative of who this applicant really is.

Communication:
- Do you associate with adults regularly?
- Are you comfortable speaking in front of your peers
- Give me an example of when you were able to persuade someone to change their mind.

NROTC Applicant Interview Form

Applicants Name: _____

Date: _____

Name of Interviewer: First: _____ Last: _____ MI: ____

Approximate number of NROTC Interviews conducted: This cycle: _____ Total: _____

Phone number of Interviewer: _____

Designator: _____ Rate/Rank: _____ Unit: _____

1. Application: Review the application and comment on any discrepancies or areas that may be relevant to the Scholarship Selection Board. Ask the applicant if there is anything on his/her application that he/she wants to clarify, explain or comment on .

   a. Physical Fitness: Provide physical activities the applicant is engaged in that are not included on the application form, such as strenuous work or home activities or non-organized recreational activities, with an estimate of times and hours per week to compare to organized activities. Provide a specific comment on candidate's physical appearance, especially if the candidate appears close to or out of BCA regulations.

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   b. Personal Background: Include any circumstances that the NROTC Selection Board should be aware of that influences school performance or participation in extra-curricular activities (e.g., having long commute to and from school; needing to work to support self and/or family; working on family farm/in family business; needing to care for family member in poor health). If none, enter N/A.

c. Other: Comment on any other relevant topics of interest to the NROTC Selection Board, particularly anything that makes this candidate's situation/application different or stand out from other applicants. If none, enter N/A.

2. Application Assessment: Provide an objective and accurate assessment by checking the appropriate box in the column to that best fits the applicant's behavioral standards of each of the 5 attributes.

   a.

INTERVIEW PERFORMANCE	1.0 Well below average Must be addressed in Remarks section below	2.0 Below Average	3.0 Average	4.0 Above Average	5.0 Well Above Average Must be addressed in Remarks section below
NROTC Program Motivation	NROTC last choice -Other Academies and ROTC's first -clear indication that only applying to cover all the bases	Navy isn't first choice -Not the last, but not the first	Any program will do -Ambivalent -Could not ascertain -Will go to the service that accepts	Any program will do but Navy is first choice -NROTC or USNA -any way to get in the Navy is fine	Applied to all programs but definitely wants Navy and NROTC is first choice
	☐	☐	☐	☐	☐
Service over self	Personal Interest Only -All about what the Navy can do for me -Navy is a stepping stone -Zero mention of serving country at all	Primarily in it for self -Mostly about what the Navy can do for me -Navy probably as a stepping stone -Mentions service but not sure they understand	Unknown -Equally balanced between personal desires and service to country -Unsure about future aspirations in Navy	Implied understanding -Gets the concept -Not explicit but wants to serve -Embraces service over self -Definite interest in making Navy a career	Explicit in service over self -Just wants to serve -May have desire but overall, amenable to other communities-- -Fully career invested
	☐	☐	☐	☐	☐
Physical Fitness	Overweight -Well out of standards -In poor physical shape -Does not exercise -Ability to gain and maintain fitness is doubtful -Will probably always struggle with fitness	Slightly overweight -Appears out of shape but could get there with effort -Mentions only light physical activity -May have difficulty maintaining standards	Average Fitness -Not overweight but not althletic -Neither fit nor out of shape -No muscle tone -No difficulty maintaining standards -Can get fit with effort	Fit -Appears Athletic -Routinely exercises -Some muscle tone -Maybe stocky but athletic	Exceptionally Fit -Top athletic condition -Superb muscle tone -Embraces a culture of fitness -Muscular, fit and trim
	☐	☐	☐	☐	☐
Appearance/Bearing	Poor -Not dressed for Interview -Slouched/distracted -Poor bearing overall during interview -Total lack of any impressive qualities in appearance or bearing	Unimpressive -May display a few positive attributes but overall, lackluster	Neither impressive or unimpressive -nothing stood out in appearance or bearing	Outstanding -Mature -Exihibited mostly impressive qualities with only minor distractive traits such as in mannerisms, or appearance -Overall, a great applicant	Superb -Very mature -Dressed to impress -Sat up straight and was attentive during meeting -Conveyed great respect -Meets Navy standards of appearance already
	☐	☐	☐	☐	☐
Communications	Difficult -Incoherent -Rambling -Ineffective -Flippant in conversation -Disrespectful	Slightly difficult -Guarded in answers -Answered questions but with difficulty -Excessively casual -Little eye contact -Uncomfortable	Okay -Communicated effectively but with some difficulty -Neither professional or unprofessional -Nervous -only periodically	- Only silighly nervous and grew comfortable with time -Broke eye contact only ocasionally -Mostly professional	Exceptional -Thoughtful and clean in responses -Articulated answers with ease -Maintained eye contact throughout -Conveys professionalism and confidence
	☐	☐	☐	✓	☐

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Overall suitability for NROTC Program	Do Not Select -Not suitable -Does not meet program minimums - Not recommended -Of applicants interviewed: BOTTOM 20%	below average -Not suitable -May meet program minimums -Not recommended -Of applicants interviewed: BOTTOM 40%	Average Applicant -Suitable -Has potential to be a successful midshipman -Recommended -Of applicants interviewed: AVERAGE 40-60%	Above Average -Qualified -Has potential to be an outstanding midshipman -Strongly recommended -Of all applicants interviewed TOP 40%	Very Well Qualified -Great potential to excel as a midshipman/officer -Highest recommendation -Of all applicants interviewed TOP 20%
	☐	☐	☐	☐	☐

b. Remarks. Discuss your overall impression of the applicant and where they rank compared to all applicants you reviewed this selection period. Address marks of 1 or 5 in the assessment marks above. Specifically address their potential for the NROTC program and commissioned Naval Service. Elaborate on any reservations you have about this individual's ability to successfully complete the Naval ROTC Program and ensure your words match the marks above.

Placement and Change Request

Below is a blank Placement Change Request form.

PLACEMENT CHANGE REQUEST FOR
NAVAL RESERVE OFFICERS TRAINING CORPS SCHOLARSHIP NOMINEE

Privacy Act Statement

Authority: The authority to request this information is contained in: 5 USC § 301 (Authorizing Forms and Regulations) and Executive Order 9397.

Principal Purpose(s): The information you provide will be used to determine whether you qualify, and should be nominated for, a Naval Reserve Officers Training Corps (NROTC) Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program.

Routine Use(s): Information you provide in this application is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112 accessible at, http://www.privacy.navy.mil and the routine uses set forth here.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to process your placement change request for the NROTC program.

Please fill in all applicable information:

1. NROTC Scholarship Nominee Name: _____

2. Social Security Number (last four digits only): XXX - XX - _____

3. Mailing Address:

    _____

    _____

    CITY: _____ ST: _____ ZIP: _____ - _____

4. Contact Numbers:

    Home: (_____) _____

    Cell: (_____) _____

    Other: (_____) _____

5. Email Address: _____ @ _____ . _____

6. I would like to request a change of school assignment from my current assigned unit:

    _____ to _____

7. If the unit you are requesting to be transferred to is full at the time of your request, you will automatically be placed on the waiting list for that unit. A wait list request for that unit is not necessary.

_____   _____
SIGNATURE OF APPLICANT   DATE

NSTC 1533/141 (06-09)

Processing Checklist

Below is a blank Processing Checklist.

PROCESSING PROCEDURES FOR NROTC APPLICATIONS

APPLICATION: (Submit electronic version only)

☐ Name - Full name is in the correct order

☐ Scores: Must be verified by one of these methods: Electronic, Transcript, Score sheet from ACT/SAT website

☐ Must be a U.S. Citizen by birth or - if naturalized citizen - provide evidence of citizenship

☐ Schools: Make sure -

    o One of the top three choices is a state or public school. If not need explanation in remarks section

    o Number one school choice matches the 1st choice school remarks

☐ Essays – Second question is optional (but recommended). Comments should reflect program applying for:

    o Navy Option vice Marine/Nurse Option

    o Nurse Option vice Navy/Marine Option

TRANSCRIPTS: HIGH SCHOOL/COLLEGE (Submitted on paper)

☐ Legible and Official - signed by registrar or stamped with a raised seal

☐ Complete through the 11th grade for juniors graduating in May of application period

☐ Complete through the 12th grade for seniors graduating in May of application period

☐ Must have official college transcripts for any colleges the applicant has attended

SECONDARY TRANSCRIPT REQUEST: (Electronic version preferred)

NOTE: For counselors who choose to complete a hardcopy evaluation, you must enter the numeric information (i.e. rank in class, grade scale ect…) on to the electronic evaluation exactly as they appear on the hardcopy evaluation and send the hardcopy evaluation with the rest of the application. If a field is blank, return the hardcopy evaluation to the counselor for completion.

☐ DO NOT enter written comments - enter "See Written Comments" in block 12 of the electronic evaluation

☐ Ensure the written comments are included with the rest of the kit

☐ Electronic and hardcopy evaluations match exactly

☐ The same counselor that submitted the electronic evaluation signs the hardcopy evaluation

TEACHER EVALS: (Electronic version preferred)

NOTE: For evaluators who choose to complete a hardcopy evaluation, you must enter the ranking marks on the electronic evaluation exactly as they appear on the hardcopy evaluation and send the hardcopy evaluation with the rest of the application. If a field is blank, return the hardcopy evaluation to the evaluator for completion.

☐ DO NOT enter written comments - enter "See Written Comments" in block 12 of the electronic evaluation

☐ Ensure the written comments are included with the rest of the kit

☐ Electronic and hardcopy evaluations match exactly

PROCESSING PROCEDURES FOR NROTC APPLICATIONS

☐ The same evaluator that submitted the electronic evaluation signs the hardcopy evaluation

- o **Navy Option** has evaluations from MATH / OTHER
  - • A Physics teacher is not a Math teacher
- o **Nurse Option** has evaluations from SCIENCE / OTHER

OFFICER INTERVIEW: (Electronic version preferred)

☐ Officer is identified as a naval officer or senior enlisted

- o Be sure to include pay grade (i.e. E-7, O-4) as well as Rate / Rank (i.e. LCDR, EWCS, SHC)

DEBARMENT AND SUSPENSION:

☐ NSTC Form 1533/102 (09-11)

☐ Signed, witnessed and dated

DRUG STATEMENT:

☐ NSTC Form 1533/101 (12-08)

☐ All 3 questions are answered. Ensure applicant initials question #3

☐ If any yes answers - circumstances are explained

☐ Signed, witnessed and dated

STATEMENT OF UNDERSTANDING:

☐ Navy Option - NSTC Form 1533/112 (02-10); Nurse Option – NSTC Form 1533/129 (05-09)

☐ Ensure applicant initials (X's not acceptable) all questions

☐ Signed, witnessed and dated

MISCELLANEOUS:

☐ The NROTC kit check-sheet is the top page, is filled out completely and is the current version

☐ Ensure Recruiter contact information (phone number/email) is correct

☐ The kit is assembled in the same order as the check-sheet

☐ The kit is fastened at the top with a metal paper fastener without the compressor

☐ The kit is fastened to a backboard - use a backboard only, do not submit kits in file folders or pocket folders. If you use a file folder as a backboard, don't place the kit inside the file folder - place it on top of the file folder and punch the holes through both sides of the folder - use the whole file folder, don't cut the file folders in half - too flimsy

☐ Do not use paper clips, staples or rubber bands

☐ Send all kits together in one envelope - do not enclose each kit in its own separate envelope

☐ The online application is completed and forwarded to CNRC

PROCESSING PROCEDURES FOR NROTC APPLICATIONS

THIS CHECK SHEET IS FOR YOUR INFORMATION ONLY - DO NOT SUBMIT THIS FORM WITH THE APPLICATION.

Mail applications to:

Commander, Navy Service Training Command

Attn: OD2

250 Dallas St Ste A

Pensacola, FL 32508

• Mail all applications Federal Express and include the Letter of Transmittal. Be sure to leave the Letter of Transmittal loose in the mailing envelope; do not attach it to the kit.

Wait List Request

Below is a blank Wait List Request form.

PLACEMENT WAIT LIST REQUEST FOR
NAVAL RESERVE OFFICERS TRAINING CORPS SCHOLARSHIP NOMINEE

Privacy Act Statement

Authority: The authority to request this information is contained in: 5 USC § 301 (Authorizing Forms and Regulations) and Executive Order 9397.

Principal Purpose(s): The information you provide will be used to determine whether you qualify, and should be nominated for, an Naval Reserve Officers Training Corps (NROTC) Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program.

Routine Use(s): Information you provide in this application is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112 accessible at, http://www.privacy.navy.mil and the routine uses set forth here. If you are nominated for an NROTC Scholarship, the information will be released to the five schools you indicated on your application.

Disclosure: Providing the requested information is voluntary. However, failure to do so may result in our inability to process your placement wait list request for the NROTC program.

Please fill in all applicable information:

1. NROTC Scholarship Nominee Name:

2. Social Security Number (last four digits only): XXX – XX -

3. Mailing Address:

   CITY: ST: ZIP: -

4. Contact Numbers:

   Home: (   )

   Cell: (   )

   Other: (   )

5. Email Address: @

6. My current assigned unit is:

7. I would like to be placed on the NROTC Unit Wait List for the following colleges and universities:

   _____
   SIGNATURE OF APPLICANT   DATE

NSTC 1533/142 (06-09)

FY14 NROTC Application Goals and Diversity Targets

Exhibits: (1) FY14 NROTC Application Goals
           (2) FY14 NROTC Diversity Application Targets
           (3) FY14 NROTC Application Gate Goals
           (4) FY14 Recommended NROTC NAVCRUITDIST Goals/Targets

1. Purpose. Publish the NROTC application goals and diversity targets for each NAVCRUITREG and recommend to the NAVCRUITREGs NROTC application goals for their NAVCRUITDISTs.

2. Information

    a. Exhibits (1) and (2) establish FY14 NROTC Four-year and Nurse application goals and diversity targets for NAVCRUITREGs. These goals are a minimum with overproduction allowed.

Note: Preliminary end of year NROTC Production Statistics will be reported 15 February 2014. The final official NROTC Production Statistics will be reported after the final selection board, which is tentatively scheduled for 11 April 2014.

    b. Exhibit (3) establishes the NROTC goal gates and dates for the NAVCRUITREGs. All completed NROTC applications, excluding those with errors outstanding for greater than seven days count towards the appropriate NROTC Gate.

    c. To assist NAVCRUITREGs, Exhibit (4) recommends NROTC application goals and diversity targets for their NAVCRUITDISTs. These NAVCRUITDIST goals and targets are based on a weighted combination of: Active Component (AC) enlisted recruiter manning (25%), market demographics (40%), historical NROTC production (16.7%), historical NROTC goals (8.3%) and historical U.S. Naval Academy application production (10%).

    d. While NAVCRUITDISTs should target their recruiting efforts to the competitive NROTC market (minimum combined Scholastic Aptitude Test (SAT) of 1150 or American College Test (ACT) of 49), they shall process and submit all completed applications from interested applicants who satisfy the minimum math and verbal requirements.

    e. Exhibit (2) establishes NAVCRUITREG diversity targets (African American, Hispanic, Asian Pacific Islanders and Native Americans). The NAVCRUITREG must focus on achieving each of the individual diversity targets.

    f. NAVCRUITDISTs must be proactive in the diversity market.
As a benchmark, the gender, racial, and ethnic representation of
the officer communities should be reflective of the relevant
student or workforce population. NAVCRUITDISTs must seek
applicants with the most competitive class standing, GPA, and
SAT or ACT scores to enhance selection. However, be mindful
that this recruiting policy does not correspond to a limit on
applications for any group, minority or majority. Any applicant
with qualifying SAT/ACT scores, and a desire to compete for an
NROTC scholarship, should be supported in their application
process. Non-competitive applicants should be encouraged to
apply for other Navy programs.

    g. Immediate Scholarship Reservation (ISR). Specific
program guidance can be found in COMNAVCRUITCOMINST 1533.4D.
150 ISRs are available for FY14 and are allocated as follows:

        (1) Association of Naval Services Officers (ANSO)- 5

        (2) National Naval Officer Association (NNOA)- 5

        (3) NAVCRUITREG East- 70

        (4) NAVCRUITREG West- 70

NAVCRUITREGs are highly encouraged to utilize all allocated
ISRs. ISRs should be granted as early in the NROTC year as
possible. If more ISR's are required, the NAVCRUITREG may
request more from NAVCRUITCOM (N31A). ISRs should be granted to
the best quality applicants to help penetrate or sustain
production in challenging markets. Diversity is not a
prerequisite to grant an ISR.

NOTE: ISR candidates for FY14 shall be identified by the 75%
gate (26 November 2013). If a NAVCRUITREG does not utilize its
allocated ISR quota by the 75% gate, they will be reallocated or
withdrawn as per COMNAVCRUITCOM authority.

    h. For FY14, NAVCRUITDISTs receive NROTC credit for
completed applications that meet the following conditions:

        (1) Four-year NROTC completed applications having a
combined ACT score of 49 or a composite SAT score of 1150 or
higher, and satisfy the minimum SAT (Math 520, Verbal 530) and
ACT (Math 21, Verbal 22) requirements. All applications must be
complete, accurate and submitted by the published deadline, with

                        2   Enclosure (1)

the Naval Education and Training Command (NETC) website confirming applications as complete.

(2) Four-year NROTC completed applications with a combined ACT score <u>below</u> 49 or a composite SAT score <u>below</u> 1150 that satisfy the minimum SAT (Math 520, Verbal 530) and ACT (Math 21, Verbal 22) requirements <u>and</u> are selected for a four-year NROTC scholarship. All applications must be complete, accurate and submitted by the published deadline, with the NETC website confirming applications as complete.

NOTE: NAVCRUITDISTs **<u>will not</u>** receive NROTC credit for completed applications based solely on being in the top 10 percent of their high school class.

(3) Nurse NROTC completed applications that meet the minimum SAT (Math 520, Verbal 530) and ACT (Math 21, Verbal 22) requirements. All applications must be complete, accurate and submitted by the published deadline, with the NETC website confirming applications as complete.

(4) Diversity (African American; Hispanic; or Asian, Pacific Islander, Native American) NROTC applications are credited toward the appropriate Four-year NROTC or Nurse NROTC goal as well as the appropriate Diversity application target. NAVCRUITDISTs receive credit for those diversity applications that meet the criteria in paragraphs 2.i.(1), (2), or (3).

NOTE: Ethnicity is used only to identify applicant's Hispanic heritage.

i. NAVCRUITCOM (N31A) reserves the right to review any and all NROTC applications and not award credit for applications found to be irregular or inconsistent with NAVCRUITCOM policy.

3. Action. NAVCRUITREG Commanders will distribute the NROTC goals found in exhibits (1) through (3) to their respective NAVCRUITDISTs. NAVCRUITREG Commanders will notify Ms. Sherry C. Olive, NAVCRUITCOM (N37), of their NAVCRUITDIST goals by e-mail (sherry.olive@navy.mil) no later than <u>ten working days after promulgation of this notice</u>.

Exhibit 1. FY14 NROTC Application Goals		
	Four-year NROTC	Nurse NROTC
Nation	3,300	200
East	1,870	111
West	1,430	89

Exhibit 2. FY14 NROTC Diversity Application Targets Includes both Four-year NROTC and Nurse NROTC applications						
	African Americans		Hispanics		Asian, Pacific Islanders and Native Americans	
	Four-year	Nurse	Four-year	Nurse	Four-year	Nurse
Nation	396 12.0%	24 12.0%	495 15.0%	30 15.0%	495 15.0%	30 15.0%
East	261 14.0%	15 13.5%	217 11.6%	14 12.6%	213 11.4%	12 10.8%
West	135 9.4%	9 10.1%	278 19.4%	16 18.0%	282 19.7%	18 20.2%

Exhibit 3. FY14 NROTC Application Gate Goals	
Gate	Date
25%	Wednesday, 28 August 2013
50%	Wednesday, 16 October 2013
75%	Tuesday, 26 November 2013
100%	Friday, 31 January 2014

4   Enclosure (1)

Exhibit 4. FY14 Recommended NROTC NRD Goals/Targets									
			Diversity				Diversity		
		Four-Year	Black, African American	Hispanic	Asian, Pacific Islander & Native American	Nurse	Black, African American	Hispanic	Asian, Pacific Islander & Native American
Nation		3300	396	495	495	200	24	30	30
East		1870	261	217	213	111	15	14	12
New England	102	202	17	18	16	12	0	1	0
New York	104	141	24	26	21	8	2	1	2
Jacksonville	112	96	19	19	13	6	1	1	1
Atlanta	113	120	33	12	15	7	3	1	0
Nashville	114	110	20	9	14	7	1	1	1
Raleigh	115	163	29	12	21	10	2	1	2
Richmond	116	230	28	22	28	14	1	1	2
Ohio	118	160	14	8	14	9	1	1	1
Philadelphia	119	186	18	13	14	11	1	2	1
Pittsburgh	120	137	5	6	6	8	1	1	1
Michigan	122	137	16	13	20	8	1	1	1
New Orleans	134	67	15	9	13	4	1	1	0
Miami	148	121	23	50	18	7	0	1	0
West		1430	135	278	282	89	9	16	18
Chicago	221	135	16	16	13	9	1	1	1
Denver	225	112	8	18	15	7	1	1	1
Minneapolis	228	112	6	12	16	7	0	0	1
Phoenix	230	82	6	27	11	5	1	1	0
Dallas	231	129	15	21	25	8	2	1	2
Houston	232	103	17	26	19	6	1	2	1
Los Angeles	236	116	11	28	38	7	1	1	2
Portland	237	66	3	8	10	4	0	1	0
San Francisco	238	128	13	35	41	8	1	3	3
Seattle	239	99	5	10	25	6	0	1	1
San Diego	240	154	13	40	44	10	0	2	3
San Antonio	246	83	10	29	15	5	1	1	2
St. Louis	247	111	12	8	10	7	0	1	1

Glossary

ISR	Immediate Scholarship Reservation
ACT	American College Testing
SAT	Scholastic Assessment Test or Scholastic Aptitude Test(Former Name)
NSTC	Naval Service Training Command
CNRC	Commander Navy Recruiting Command
MSISR	Minority Servicing Institutions Scholarship Reservation
EO	Executive Order
GSA	General Services Administration
NRD	Naval Recruiting District